

## **EDITED TASK LISTING**

### **CLASS: LEGAL SECRETARY**

*NOTE: Each position within this classification may perform some or all of these tasks.*

<b>Task #</b>	<b>Task</b>
<b>1.</b>	Type, and format, legal pleadings in order to respond to litigation in multiple jurisdictions, including State, Federal, and Appellate Courts, Office of Administrative Hearings or State Personnel Board, utilizing various tools (e.g. computers, various software, secretarial reference handbooks, etc.), as directed by attorneys and/or managerial staff.
<b>2.</b>	File legal documents (e.g., motions, responses, discovery documents, proof of service etc.) with the courts to meet legal requirements for the Department utilizing a computer, fax machine, personal service or mail as directed by attorneys and/or managerial staff.
<b>3.</b>	Serve legal documents to the courts, administrative agencies and named parties to meet timeframes and legal requirements utilizing computer, fax, personal service, or mail as directed by attorneys and/or managerial staff.
<b>4.</b>	Complete complex legal documents for Attorneys (e.g., briefs, pleadings, transcripts of hearings or interviews, calendaring court dates, etc.) to meet timeframes and legal requirements by utilizing computer, various computer software, tape recorder, Dictaphone, secretarial reference handbooks, as directed by attorneys and/or managerial staff.
<b>5.</b>	Arrange and schedule court related matters (e.g., hearings, mediations, transcripts, etc.) in order to comply with the California Rules of Court or administrative proceedings, utilizing fax, phone, computer software, or other legal resources as directed by attorneys and/or managerial staff.
<b>6.</b>	Perform legal secretarial work (e.g., open, maintain and close case/administrative files and records, place calls to opposing counsel and others, and mail legal documents, etc.) to provide support services to Attorneys by utilizing various office equipment (e.g., computer, fax machine, photocopier, scanner, printer, etc.) as directed by attorneys and/or managerial staff.
<b>7.</b>	Schedule meetings for attorneys and/or managerial staff to conduct interviews, depositions, conference calls, staff meetings, audio and/or video conferences between various institutions/agencies, etc. utilizing telephone, email, automated calendar system, written correspondence, speakerphone, television, video equipment etc. as directed by attorneys and/or managerial staff.
<b>8.</b>	Place/receive, answer and direct telephone calls to/from clients, opposing counsel, plaintiffs, courts, etc., to provide assistance utilizing telephone and intercoms as necessary.

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<b>9.</b>	Maintain attorney's calendar to assist the attorneys and managerial staff by providing a visual record of the attorney's schedule of events (e.g. hearings, vacations, private meetings, interviews etc.) utilizing an automated calendaring system as directed by attorneys and/or managerial staff.
<b>10.</b>	Read, respond, forward, delete, the less complex emails received by the attorney to maximize the attorney's capacity to handle more complex emails utilizing electronic mail system as directed by the attorneys and/or managerial staff.
<b>11.</b>	Carry out meeting preparation (e.g. agendas, handouts, setting up equipment, locating room, etc.) for attorneys and/or managerial staff in order to ensure a prompt and organized meeting utilizing the computer, copier, automated calendaring system, etc. as directed by attorneys and/or managerial staff.
<b>12.</b>	Open, date stamp, screen and sort, incoming correspondence (e.g., notice of hearings, opposing counsel discovery request, memorandums, response letters from State Personnel Board, Correspondence Control etc.) for attorneys and/or managerial staff to calendar and track litigation and documents, utilizing a letter opener and date stamp machine and prescribed office procedures, as necessary.
<b>13.</b>	Transcribe hearings, interviews and general correspondence for attorneys to produce a hard copy of material, utilizing a dictating machine and headphones, computer, typewriter, dictionary, secretarial handbook, forms and templates, etc. as directed by attorneys and/or managerial staff.
<b>14.</b>	Schedule maintenance for office equipment (e.g., photocopiers, printers, scanners, laptops, computers, telephone/cell phone, blackberry, fax machine, etc.) to ensure proper functioning of office equipment, utilizing the telephone, email, phone book, prescribed office procedures, as necessary.
<b>15.</b>	Compose written documents (e.g., memorandums, letters, fax transmittal sheets, etc.) to opposing counsel, clients, courts, departmental agencies, etc.) to transmit the attorneys request and/or response on a given issue, utilizing a computer, email, secretarial handbooks, dictionary, as directed by the attorneys and/or managerial staff.
<b>16.</b>	Gather documents (e.g., exhibits, confidential materials, general correspondence, etc.) and arrange as instructed by the attorney (e.g., chronological, date stamp, alphabetical order, etc.) for the attorneys to assemble the documents needed for litigation, utilizing photocopier, computer, six part folders, mailroom services, date stamp, etc., as directed by attorney and/or managerial staff.

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<b>Task #</b>	<b>Task</b>
<b>17.</b>	Prepare travel arrangements (e.g., airline, train, rental car, hotel, etc.) for attorneys and managerial staff to produce an itinerary for a specific trip, utilizing computer, email, automated calendaring system, fax machine, automated travel portals, telephones, etc., as directed by attorneys and/or managerial staff.
<b>18.</b>	Travel to various locations (e.g., departmental agencies, institutions, field offices, courts, etc.) to attend staff meetings, pick up/deliver documents, tapes/CD's, and equipment, utilizing personal vehicle, public transportation, airlines, train, and rental car, as directed by attorneys and/or managerial staff.
<b>19.</b>	Inventory, order and stock general office supplies (e.g., pens, paper, pencil, toner, etc.) to ensure adequate office supplies are readily available, utilizing the computer, email, fax machine, as directed by attorneys and/or managerial staff.
<b>20.</b>	Perform mathematical computations (addition, subtraction, multiplication, and division) in order to calculate court-mandated time-lines, calendaring, computing travel advances, travel claims, etc., by utilizing a computer, calculator, as necessary.